

DIOCESE OF DES MOINES
Catholic Schools Policies/Regulations

BUSINESS PROCEDURES

Identity Protection

I. Student identity protection:

- A. The school shall ensure that student information stored electronically is protected.
 - 1. The school shall ensure that office computers with access to student information are password protected.
 - 2. The school shall avoid using social security numbers.
 - 3. The school shall ensure that computer files containing student information are destroyed completely and securely when a decision is made to no longer retain the information.
- B. The school shall ensure that paper records including student information are secure.
 - 1. The school shall ensure that files/records with student information shall be secured and available only to those authorized to access them.
 - 2. The school shall ensure complete and secure destruction of paper documents when it is no longer necessary to retain the information.

II. Financial identity protection:

- A. The school or business office shall ensure that all electronic financial transactions are secure.
 - 1. When using ACH, the school or business office shall ensure that the vendor provides a secure web site/transaction communication.
 - 2. The school/business office shall ensure that office computers with access to account and transaction information are password protected.
 - 3. The school/business office shall ensure that computer virus protection is up-to-date.
 - 4. The school/business office shall ensure that computer files containing financial/account information are destroyed completely and securely when a decision is made to no longer retain the information.

- B. The school or business office shall ensure that paper financial transaction are secure.
 - 1. The school/business office shall ensure that files/records with financial information shall be secured and available only to those authorized to access them.
 - 2. The school/business office shall ensure complete and secure destruction of paper documents when a decision is made to no longer retain this information.

Regulation Adopted: May 16, 2011

Regulation Reviewed: March 25, 2013